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Washington, D. C
December, 1945

GENERAL INSTRUCTIONS
for
Fellows in Soil Conservation Training Program

In connection with the fellowship in soil conservation which has been granted to you, there are certain regulations which must be observed by you, in order that we may keep your records clear in this office and that we may be of the most assistance to you. It is requested that you read the following instructions carefully and if there is anything that is not clear to you, ask for information on it before you leave the Washington office. We will expect you to be familiar with the information in these instructions and to follow them during your period of study with the Soil Conservation Service.

Once each month, while in the field, you should make a report on your work to the Washington office. The report may be written the last day of each month covering the work of that month, and be mailed to this office to reach us during the first week of the next month. The report should tell briefly what you have been doing and learning during the month. Please be brief - do not write more than one typewritten page if possible. The report may include any suggestions you have concerning the training you are getting, either suggestions for a change of location, different subject matter, or some changes you might have in mind designed to improve the training course for future trainees. You may, of course, write us at any time you wish to concerning your training, your future itinerary, or any problem or question you think we might help you with. We are always glad to hear from you. This formal monthly report is designed to give us a continuous record of your training in a brief form, and to keep our records up to date on your locations subjects studied, etc.

Near the end of your course you will be given a written examination in English covering the subjects: (1) soil and conservation surveys (2) land use capabilities, (3) engineering, (4) agronomy, (5) forestry, (6) biology or wildlife conservation, (6) range management practices (7) farm plans. Please do not worry about the examination, it is designed solely as a measure of your accomplishment. If any of the subjects listed are not studied in your course, you will not be examined on them.

Before you complete your course you will be required to write a thesis in your own language covering briefly (1) what you have learned while with the Soil Conservation Service, (2) the erosion problem in your home country, (3) your suggestions as to how this erosion could be controlled and how a soil conservation program could be established in your home country. If your home country is already doing soil conservation work, the third section of your thesis would deal with how you will fit into the established program and any suggestions you might have for expanding it. This thesis should not consist of over four to six single-spaced typewritten sheets. This office will furnish you a standard form for the heading of the thesis and official letterhead paper to be used for the first page. Be sure to consult

this office before making the final copy of your thesis, to learn the proper form, number of copies required, etc. This thesis, together with a report from this office covering your training with the SCS, will be sent through diplomatic channels to your home government after you have completed your work with us. For this reason, political opinions or any criticism of your government should not appear in your thesis, as such criticisms might result in considerable embarrassment for you. Your training course is not completed and certificate of completion will not be issued, until your thesis is received in this office.

The SCS will furnish you with official Transportation Requests to cover any official travel you make, unless government cars are available. Whenever a Transportation Request is used, a voucher must be submitted to cover it, according to the Standard Travel Regulations of the U. S. Government. Therefore, each and every time you move your station or headquarters from one town to another town and travel by plane, train, bus or any means of travel requiring the use of Government Transportation Requests, it is necessary that this office receive a time and location schedule of your trip so that we can make out a voucher to cover it. A postcard (supply of which is attached or can be obtained in the Washington office) filled out in a similar manner to the one below should be sent to this office, along with the white (carbon) copies of your Transportation Requests, unless they are already in this office. All transportation is furnished by this office and whenever you need to travel you should submit a request to this office, not to the local office where you are headquartered. However short trips may be made by Government or private car where available, without submitting travel schedules to this office.

EXAMPLE

(Location)	(Give name of train, etc.)	(Date)	(Hour)
Leave Washington	Southern Railway	6/22/45	12:15 P M
Arrive Atlanta		6/23/45	8:00 A M
Leave Atlanta	L. & N. Railway	6/23/45	10:30 A M
Arrive Auburn		6/23/45	4:00 P M
Leave Auburn	Greyhound Bus	6/24/45	7:30 A M
Arrive Jonesboro		6/24/45	9:30 A M

When you become located at a headquarters or a new station, mail this office one of the postcards giving us the new address to which you wish your mail delivered.

Transportation Requests, vouchers, and other official documents which you may sign during your fellowship, should all be signed in the same way, and with your official title, which is Collaborator. When you arrive in Washington, you will be asked to decide on one form of your name to be used in the U. S., and you should use that form exclusively in official correspondence.

While working with the SCS you will accumulate technical books, bulletins, photographs, etc., relating to your training which you will wish to take back to your home. Do not try to carry these around the country with you as they

will make your baggage unnecessarily bulky. When you accumulate a quantity, mail it in to the Washington office and we will forward the package to an address in your home country given us by you, or will hold the bulletins for your arrival here at the end of your training when you can sort the whole lot out and have it sent home at once. Be sure and give us the proper address in your home country. We cannot send for you such articles as clothing, souvenirs, and other personal belongings. Only material connected with your training program can be sent officially. To mail such material from your field station to Washington, simply put the material in a regular large Government envelope, or wrap as a package and use a franked sticker, no postage is required. Each package or envelope, however, must weigh less than four pounds and you may mail as many as you wish, but no more than one each day. Your local SCS office will help you with arrangements of this kind.

During your entire course the SCS will send to your home country books, bulletins, etc. (commercial catalogs will not be sent) up to a total of 100 pounds. Anything above this amount you personally must arrange to send home. Any notes, letters, or other written (not printed) material must go as first class mail and should be sent to this office separately from other material in the regular Government envelopes, marked first class, on which no postage is necessary. We will have this material sent for you, up to a limit of 20 pounds. You may also send home officially a limited amount of seeds, not more than five pounds, and only of legumes, grasses, and other species valuable in an erosion control program. Seeds of flowers, decorative shrubs, etc., must be sent by you personally. Any seed you collect for transmission, should be sent to this office so that it may be fumigated, inspected and passed for export.

Any mail received in this office for you we will forward to your field station, unless you instruct us otherwise, so it is important that you keep us informed of each new location, and your mailing address. Since forwarding mail will delay your receipt of it, you would be wise to notify your correspondents of your expected itinerary in the field so that they may write you direct, instead of in care of this office.

You will find it rather expensive to live in hotels and eat in restaurants in most of the places where you will be located. If you will consult the local SCS people in the office where you are stationed, they can usually help you find an inexpensive rooming and boarding house which you will find more pleasant than a hotel. We recommend to all our trainees that they find a room in the home of some family wherever possible, since this gives a great deal of opportunity to improve your spoken English and become better acquainted with the customs of this country. If you will notify us in advance when you expect to be in Washington, we can make arrangements for you in a fairly inexpensive rooming house and reserve a room for you in advance, so that you will not have the difficulty and expense of finding a hotel room in Washington's crowded hotels. Living costs in Washington, New York and the larger cities are considerably higher than in the small towns, as you will find. We would suggest that you try to save about \$10 or \$15 per month of your subsistence allowance while living in small towns, to make up for the additional expenses you will encounter while stationed in Washington or other large cities in the East.

